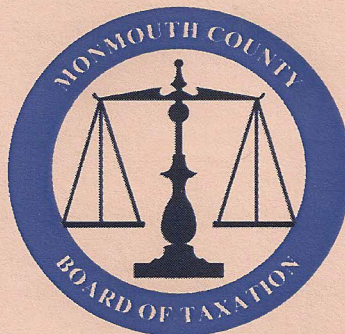


UNDERSTANDING PROPERTY ASSESSMENT APPEALS

A GUIDE TO REGULAR ASSESSMENT APPEALS UNDER *TRUE MARKET VALUE* AND *COMMON LEVEL RANGE* STANDARDS



This information was developed to assist property owners in preparing for assessment appeal hearings. The instructions and worksheets are intended to be an aid to property owners, but should not be considered as all-inclusive. The general information provided is derived from New Jersey laws governing property assessment appeals: N.J.S.A. 54:3 et seq. and N.J.A.C. 18:12A et seq. These instructions and worksheets are not intended to provide legal advice; property owner should rely on professional help if necessary.

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MONMOUTH COUNTY BOARD OF TAXATION

Hall of Records

1 East Main Street

Freehold, NJ 07728

Public Record Website: <http://oprs.co.monmouth.nj.us/>

Online Appeal Website: <https://appeals.co.monmouth.nj.us/>

Email: mclark@co.monmouth.nj.us

Phone: (732) 431-7404 Fax: (732) 409-4890

Updated 1/16 for use in 2013

PROPERTY ASSESSMENT APPEAL CHECKLIST

BEFORE YOU FILE AN ASSESSMENT APPEAL AND PAY YOUR FEE

- ✓ Read this booklet, "Understanding Property Assessment Appeals"

HOW TO AVOID COMMON MISTAKES

- ✓ File the appeal on or before April 1 of the current tax year, with service to the Tax Board, Municipal Assessor and the Municipal Clerk. In a taxing district where a municipal-wide revaluation or municipal-wide reassessment has been implemented the appeal filing deadline is extended to May 1.
- ✓ Use blue or black ink when completing the appeal form.
- ✓ Be sure all information is legible and complete and that you enter Last Name last.
- ✓ Include filing fee with submission to Tax Board. See Instructions #4
- ✓ Be sure to sign and date the appeal and certification.
- ✓ Include a copy of the "Notice of Disallowance" if you are appealing an item under Section III of the appeal.
- ✓ A separate appeal must be filed for each taxed parcel.
- ✓ While the sale of the property under appeal is evidential, the true market value should be supported by a minimum of three (3) and a maximum of five (5) comparable sales.
- ✓ It is greatly beneficial to submit comparable sales evidence with the appeal application so that the assessor may review if a settlement is warranted. If not submitted at the time of filing, all supporting documentation must be submitted to the Tax Board, assessor, and the municipal clerk at least seven (7) calendar days prior to the ORIGINAL hearing date assigned.
- ✓ The comparable sales that you submit as evidence of true market value must support the valuation of your property as of October 1st of the year prior to the year being appealed. Current year sales will be suitable evidence for next year's appeals. (Generally, when appealing 2013 assessments, you need 2012 sales data)

BE AWARE OF COMMON MISUNDERSTANDINGS

- ✓ Taxes cannot be appealed, as they are a result of the budget process.
- ✓ Assessments of other properties are not acceptable as evidence of value.
- ✓ You are appealing the total assessment. The land and improvement components cannot be individually appealed.
- ✓ There is a ***presumption of correctness*** in regard to the present assessment. The property owner appealing the assessment must, through the presentation of sufficient evidence of true market value, overcome this presumption to achieve a change in the assessment. (N.J.S.A. 54:4-23 case notes)

WHAT TO EXPECT AT A PROPERTY ASSESSMENT APPEAL HEARING

The assessment appeal process provides a *check and balance* procedure in the overall assessment process. It aids in furthering the statutory directive of assessing “according to the same standard of practice”. This guide has been created to assist you. It is recommended that you treat the review of its contents as the first step in that process. Should you decide to appeal, the material below provides you with what to expect relating to a property assessment appeal hearing.

NOTIFICATION:

- To comply with the 10-day notification requirements, hearing notices will be mailed to all parties involved at least 13 days prior to the scheduled hearing date. The hearing notice will inform you of the location, date, and time of your hearing. (N.J.A.C. 18:12A-1.9(b))
 - **Location:** Most Monmouth County Tax Board hearings are held in the Hall of Records, 1 East Main Street, Freehold Borough, New Jersey. Additional sites may be added.
 - **Date:** Unless the volume of appeals requires additional time, hearings will be scheduled during the months of April, May, June and July, Monday through Friday. (N.J.S.A. 54:3-26)
 - **Time:** You will be assigned to either a morning or afternoon session. Your notification will reflect either a 9:00 am or 1:30 pm arrival time. Scheduled properties will be called in Block and Lot order.

PRIOR TO HEARING:

- Where submission of comparable sales evidence with the filing of the appeal application provides the Assessor with a greater opportunity to determine if a settlement is warranted, the Tax Board requires that evidence in support of the appeal must be submitted no later than seven (7) full calendar days prior to the hearing if not included with the petition of appeal. (N.J.A.C. 18:12A-1.9(h))

AT THE HEARING:

- When your property is called you will be asked to come forward where you will be sworn-in prior to providing testimony.
- Where the Commissioners have your appeal and evidence, you will then be asked “is there anything that you would like to add to the previously filed evidence” at which time you can summarize your position, based on the evidence exchanged at least 7 days prior to the hearing.
- Next, the municipality will have the opportunity to cross-examine your or your representative’s evidence.
- The municipality will then summarize its evidence following which you will have the opportunity to cross-examine their evidence.
- Thereafter, the Tax Board Commissioner may request additional information or clarification of facts presented. This will complete the hearing and a judgment, reflecting the Tax Board’s decision on the matter, will be forthcoming.

IMPORTANT HEARING ROOM RULES:

- To ensure the receipt of testimony, during the hearing, all questions and answers must be directed to the Tax Board Commissioner and the audience is asked to remain courteous and quiet while all testimony is being delivered. No food or beverages are permitted within the hearing room.

INSTRUCTIONS FOR FILING PETITION OF APPEAL

1. FILING DATE (N.J.S.A. 54:3-21, N.J.A.C. 18:12A-1.6)

- (a) Your appeal must be received (not merely postmarked) by the County Tax Board on or before April 1st of the tax year. In a taxing district where a municipal-wide revaluation or municipal-wide reassessment has been implemented for the current year, the appeal filing deadline is extended to May 1. An appeal received after the close of business hours on the applicable filing deadline date is untimely filed and will result in dismissal of the appeal. If the last day for filing an appeal falls on a Saturday, Sunday or legal holiday, the last day shall be extended to the first succeeding business day.
- (b) A property owner shall have 45 days to file an appeal upon issuance of a "Notification of Change of Assessment Postcards".
- (c) In the case where the assessor fails to mail a notification of assessment or a change in assessment, the County Tax Board may, upon the written application of the property owner and with the approval of the Director of the Division of Taxation, grant a reasonable extension of time to file an appeal.

NOTE: The municipality may file an appeal, referred to as an *Assessor's Appeal*, to change the current assessment. Challenges to an Assessor's Appeal must be made by means of a cross-appeal filed by the property owner. Otherwise, the property owner may not be heard or lose standing to appeal further. If the property owner does not object to the contents of an Assessor's appeal, he, she or it need not appear at the hearing.

2. SEPARATE APPEALS (N.J.A.C. 18:12A-1.6(c))

Separate appeals must be filed for each taxed parcel unless the County Tax Administrator grants prior approval.

3. FILING OF PETITION (N.J.A.C. 18:12A-1.6(j), N.J.A.C. 18:12A-1.20(a))

- (a) The original petition must be filed with the County Tax Board.
- (b) A copy must be served upon the Assessor of the municipality in which the property is located, or, in the event of a municipal appeal, served upon the property owner.
- (c) A copy must be served upon the Clerk of the municipality in which the property is located, or in the event of a municipal appeal, served upon the property owner.
- (d) A copy should be retained by the petitioner.
- (e) Any supporting documents attached to the original petition shall also be attached to the Assessor and Clerk copies.

NOTE: *The property owner should be certain to file a copy of the petition of appeal with both the municipality (the Clerk and the Assessor) and the County Board of Taxation. Failure to properly serve the Petition of Appeal forms may result in dismissal of your appeal. APPEALS and associated evidence filed electronically using the Online Appeal System are automatically available to all parties. No additional mailings are necessary.*

4. FILING FEES (Must accompany original petition of appeal) (N.J.S.A. 54:3-21.3, N.J.A.C. 18:12A-1.7)

- (a) Assessed Valuation less than \$ 150,000 \$ 5.00
\$ 150,000 or more, but less than \$ 500,000 \$ 25.00
\$ 500,000 or more, but less than \$1,000,000 \$ 100.00
\$1,000,000 or more \$ 150.00
- (b) Appeal on Classification \$ 25.00
- (c) Appeal on Valuation and Classification Sum of a and b
- (d) Appeal not covered by a, b or c \$ 25.00

Check should be made payable to "County Tax Administrator".

No fee is required to file a petition contesting denial of application for Veterans and Veteran's/Service man's/ Servicewoman's/Surviving Spouse deduction, Senior Citizen's or Disabled person's deduction.

5. PAYMENT OF REAL ESTATE TAXES ON APPEAL (N.J.S.A. 54:3-27, N.J.A.C. 18:12A-1.6(e))

N.J.S.A. 54:3-27 provides that a property owner who shall file an appeal of an assessment shall pay to the collector of the taxing district no less than the total of all taxes and municipal charges due up to and including the first quarter of the taxes and municipal charges assessed against him for the current year. Failure to comply with this provision may result in a dismissal of the Petition of Appeal.

6. ADJOURNMENTS (N.J.A.C. 18:12A-1.9(a))

Unless the time frame needs to be extended due to increased appeal filings, appeal hearings are held annually between April 1st and June 30th. Hearings are scheduled Monday through Friday between the hours of 9:00am and 5:00pm. No adjournments will be granted except for extraordinary reasons such as documented medical emergencies. Previously scheduled vacations or business trips that conflict with the assigned hearing date will not be grounds for adjournment. If an adjournment is granted, unless specific written authorization is given by the Tax Administrator, delivery of ALL evidence including comparable sales must be made at least seven (7) days prior to the ORIGINAL hearing date assigned. Evidence received after the deadline will not be considered.

7. REPRESENTATION AT HEARING (N.J.A.C. 18:12A-1.9(d))

- (a) A property owner must be present at the hearing or be represented by an Attorney-At-Law admitted to practice in the State of New Jersey. This rule may be waived in cases of extreme hardship, such as old age and literacy.
- (b) Where it is not required for non-business entities, an appeal by a business entity must be prosecuted by an Attorney-At-Law admitted to practice in the State of New Jersey.

8. DISCRIMINATION (N.J.S.A. 54:3-22)

In real property assessment cases, a claim of "Discrimination" charges that the assessed-to-market value ratio being applied to the subject property is in excess of what is legally permissible. N.J.S.A. 54:3-22(c) to (f) requires that whenever the County Board finds that the ratio of assessed value to true value of property under appeal exceeds the upper limit or falls below the lower limit by 15% of the average ratio for each municipality, the County Board shall revise the assessment by applying the average ratio to the true value of the property. Petitioner who alleges discrimination other than discrimination under N.J.S.A. 54:3-22(c) to (f) (Chapter 123) must so specify in the Petition of Appeal. PLEASE SEE *Introduction to Chapter 123* beginning on page 7 of this booklet for additional information regarding the use of Chapter 123 calculations.

Important Note: The Chapter 123 test is not utilized in the year of a revaluation or reassessment. In the year of a revaluation or reassessment there is no "range of permissible values" because the *total assessed value* must equal the *true market value*.

9. SUPPORTING PROOF AND PROCEDURES: ONLY THE ASSESSED VALUE CAN BE APPEALED-NOT THE AMOUNT OF TAXES ON YOUR PROPERTY

The Presumption of Correctness states that the assessment value is presumed to be correct, as such it is the property owner's burden to overcome that presumption by presenting sufficient proofs of market value. In order to determine the assessment value of your property, you must demonstrate what the market value of your property was as of October 1st, of the year prior to the year being appealed. Thus, the petitioner should be prepared to present adequate evidence to support an assessment revision as follows:

(a) APPRAISALS (N.J.A.C. 18:12A-1.9(h))

- 1. A party intending to rely on expert testimony shall furnish to the Board one (1) copy of a written appraisal report and shall furnish one (1) copy of the report to the opposing party at least seven calendar days prior to the hearing. If the property owner is relying upon the report of an appraiser as evidence, the appraiser must be present to testify and be cross-examined; otherwise the contents of the report will not

be considered by the Board if objected to by the municipality. If you intend to use an expert appraisal witness in your tax appeal, please take notice that under N.J.S.A. 45:14F-21, an appraisal submitted in the context of a tax appeal must be performed by a State licensed or certified appraiser.

2. If the municipality intends to rely on its Assessor or a representative of a revaluation company as its expert and if such testimony will involve data which is not reflected on the property record card, the municipality shall furnish to the Board such data and shall furnish one copy of the data to the property owner at least one week (seven calendar days) prior to the hearing.
3. At the request of the property owner, the municipality shall also furnish the petitioner with a copy of the property record card for the property under appeal at least one week (seven calendar days) prior to the hearing.

(b) COMPARABLE SALES

A minimum of three (3) but not more than five (5) comparable sales shall be submitted to the Assessor, Municipal Clerk and County Tax Board, at least one week (seven calendar days) prior to the hearing if not included with the petition of appeal. The dates of the comparable sales to be introduced in evidence should precede October 1st of the year prior to the year being appealed or should be within a reasonable period following October 1st, but no later than December 31. If the property is a one to four family residential dwelling, the property owner or the witness should be prepared to present sales of residential properties comparable to the subject property and be knowledgeable of the conditions of the sales and nature of the properties. If the property is vacant land, the property owner should be prepared to present sales of vacant land comparable to the subject property in size, quality, and location. The property owner may not separate the assessment value of the land from a total assessment which contains any form of building value. The Board must consider the total assessment only. The information regarding each comparable sale shall include the block, lot, sale price and deed date.

NOTE: Assessments are not acceptable as evidence of value and not all sales are usable. Only transactions that have a sale price that reflects the true market value of the property are usable as comparable sale evidence. Sales that have been marked as "nonusable" by the Assessor for purposes of determining *assessment sales ratios* pursuant to N.J.S.A. 54:1-35.1 may be considered by the Board as evidence of true market value. When such sales are utilized, both the Assessor and the property owner must be prepared to support the inclusion or exclusion of such sales evidence as proof of true market value.

(c) STATEMENT ACCOMPANYING PETITION OF APPEAL FOR INCOME PRODUCING PROPERTY (N.J.A.C. 18:12A-1.8(a))

There shall be attached to a petition appealing an assessment of a commercial, industrial or multi-dwelling property (more than a four family dwelling) an itemized statement showing the amount and source of all income and expenses with respect to such property for the most recently completed accounting year and for such additional years as the Board may request.

(d) OTHER DATA

Subject to the Board's discretion, you may present other relevant information concerning the property under appeal, such as, but not limited to photographs, survey, cost data, etc. The property owner may present testimony of a professional appraiser or any other witness who has knowledge of relevant facts. If the property owner wishes to introduce other relevant evidence which is provided by someone other than the witness for the property owner, that person must also be present to testify and be cross-examined. Otherwise, that evidence will be rejected by the Board if objected to by the municipality. The property owner may also present evidence of age, condition, location, encumbrances, easements and such other factors affecting value.

If the property owner has failed to respond within the time provided by the rules and Statutes concerning demands for discovery by the municipality (such as interrogatories or income and expense statements, etc.), testimony regarding those facts may be excluded from evidence upon objection by the municipality. While interrogatories usually occur in direct reaction to the appeal of an assessment, Income and Expense requests may occur throughout the year and response is required within statutory guidelines.

10. SIGNATURE AND CERTIFICATION OF SERVICE

The petitioner's signature or the petitioner's attorney is required to certify as to the truth of the statements in the petition and to the proof of service of the copies to the municipal Assessor and Clerk (or to the property owner in the case of a municipal appeal).

11. SETTLEMENTS (N.J.A.C. 18:12A-1.9(i))

A settlement agreed upon between property owner and the municipality must be approved by the County Board and must reflect whether the assessor agrees with the settlement. Proposed stipulations containing the settlement terms must be executed on forms available at the County Board office and when appropriate, include market value evidence (comparable sales) in support of the proposed change. Settlement stipulations must be signed by all parties or their representatives (municipalities must have attorney's signature). If the Board approves the settlement, the Board will enter judgment incorporating the settlement. If the Board disapproves the settlement, the Board will notify the parties of this fact and will schedule a hearing for the appeal.

12. FILING COMPLAINT WITH TAX COURT (N.J.A.C. 18:12A-1.129(b)(5ii))

By law, unless the Director of the Division of Taxation grants an extension beyond the deadline for filing appeals, the Tax Board must hear and determine all appeals within three (3) months of the last day for filing appeals, typically April 1st for all towns except those that have implemented a revaluation or reassessment in which case the deadline is May 1st. Judgments are issued shortly thereafter. The judgment of the County Board of Taxation may be appealed to the Tax Court of New Jersey by filing a complaint with the Tax Court Management Office within forty-five (45) days from the date of the service of the judgment (date of mailing). The Tax Court of New Jersey is located at the:

Richard J. Hughes Complex, 25 Market Street, Trenton, New Jersey.
Mailing address: CN 972, Trenton, New Jersey 08625-0972.

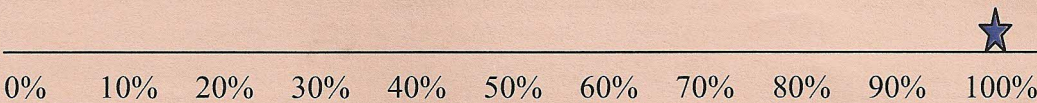
INTRODUCTION TO CHAPTER 123

The goal of the “Chapter 123 property assessment test” is to verify that the relationship between your *total assessment* and your *true market value*, as viewed as a ratio or percentage, is within an acceptable range of the *Common Level* for your municipality. If it is not, then the current assessment is viewed as either too high or too low and will be adjusted accordingly. The Chapter 123 test relies upon the accuracy of the *estimated true market value* established for the property under review. Accordingly, true market value estimates should be realistic and derived from recent sales of comparable properties. Within the appeal setting, the determination of the *true market value* is the primary goal of the hearing officer. *Chapter 123* is not used in the year of Revaluation or Reassessment. In the year of a revaluation or reassessment there is no “range of permissible values” because the *total assessed value* must equal the *true market value*.

CHAPTER 123 CALCULATIONS

The target of the revaluation process is to set each individual assessment so that it equals the property’s true market value. See *Figure 1* below.

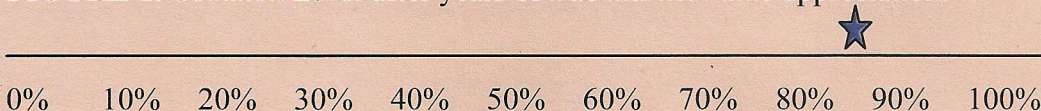
FIGURE 1. *Total assessment equals true market value*



In the year of a revaluation, where the *total assessment* must equal the *true market value* of the property, if a property owner proves, through the presentation of credible market value evidence, that the *true market value* of the property is less than the *assessment*, then the *total assessment* will be changed to equal the *true market value*.

In the years following a revaluation the relationship between the *total assessment* and the *true market value* change. This change is due to the fact that, unless changes are made to the physical structure, the *total assessment* remains unchanged from one year to the next, while the *true market value* of the property or *what you would sell it for* changes over time. See *Figure 2* below.

FIGURE 2. *Common Level after years of true market value appreciation.*

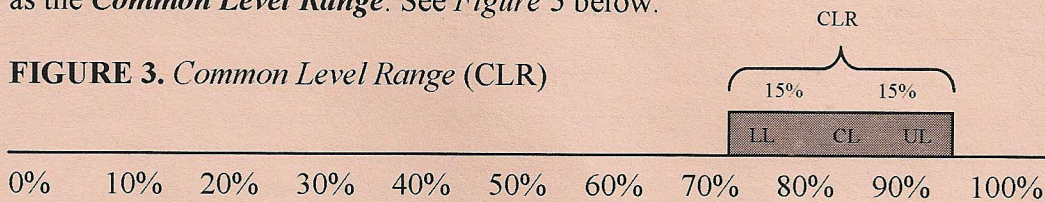


To track the changes in the relationship between the static *total assessment* and the changing *true market value*, each October all property sales that have occurred within a taxing district are analyzed. The individual ratios are used to determine an *average ratio* for the municipality. This *average ratio* is referred to as the municipality’s *Common Level*. The *Common Level* represents the appropriate percentage of *true market value* for all *assessments* within the municipality.

The Courts have held that where it is impossible to have every property assessed exactly at the *common level*, it is reasonable to require that all properties are within a “reasonable range” around the municipality’s *Common Level*. In 1973 the New Jersey Legislature adopted a formula know as *Chapter 123* to test the fairness of an assessment, standardize the application of the “reasonable range” concept, and determine appropriate adjustments, if any, to assessments under appeal.

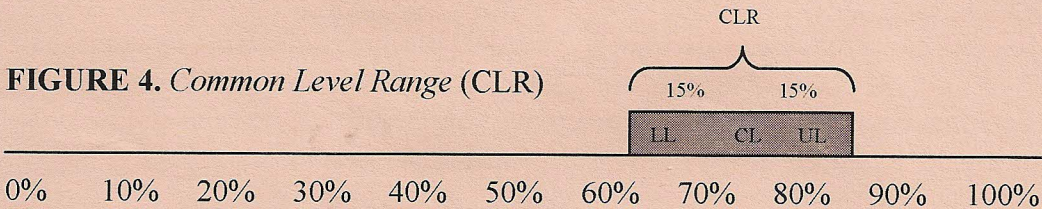
In accordance with State law, **N.J.S.A. 54:3-22**, the “range” of permissible ratios is 15% of the *Common Level* both above and below the *Common Level*. This area, between the *Lower Limit* and the *Upper Limit*, is known as the *Common Level Range*. See Figure 3 below.

FIGURE 3. *Common Level Range (CLR)*



$$\begin{aligned}\text{Common Level (CL)} &= \mathbf{84.94\%} \\ \text{Lower Limit (LL)} &= .8494 \times .85 = \mathbf{72.20\%} \\ \text{Upper Limit (UL)} &= .8494 \times 1.15 = \mathbf{97.68\%}\end{aligned}$$

Again, as years pass, the *Common Level* continues to change as does the *Common Level Range*. See Figure 4 below.



$$\begin{aligned}\text{Common Level (CL)} &= \mathbf{75.46\%} \\ \text{Lower Limit (LL)} &= 75.46\% \times .85 = \mathbf{64.14\%} \\ \text{Upper Limit (UL)} &= 75.46\% \times 1.15 = \mathbf{86.78\%}\end{aligned}$$

Simply put, your assessment is appropriate if the ratio of your *total assessment* to the *true market value* of your property (assessment / true market value = ratio) falls within the *Common Level Range* for your municipality (See *Common Level Range Table* annexed hereto). If the ratio is below the *Lower Limit of the Common Level Range* the *total assessment* should be raised and if the ratio exceeds the *Upper Limit of the Common Level Range* the *total assessment* should be lowered.

DETERMINING THE APPROPRIATENESS OF YOUR ASSESSMENT UNDER CHAPTER 123

It is suggested that you perform a “test” of the appropriateness of your assessment by initially estimating your *true market value* and working through the steps that follow.

The good news is that 4 of the 5 figures needed to perform the Chapter 123 test have already been compiled; only your estimate of true market value is needed. Included in this handout is a table that provides you with the *Common Level* and the corresponding *Lower Limit* and *Upper Limit* ratios that make up the *Common Level Range* for each of Monmouth County’s 53 municipalities. See *Common Level Range Table*. Your *total assessment* is public information and can be obtained from your *Notification of Assessment Postcard* that is mailed on or about February 1st of each year, your local municipal Assessor, the Monmouth County Tax Board at <http://oprs.co.monmouth.nj.us/oprs/index.aspx>, or the *records search* section of the *New Jersey Association of County Tax Boards* website at <http://njactb.org>.

EXAMPLE #1: Within Common Level Range: No Change in Assessment

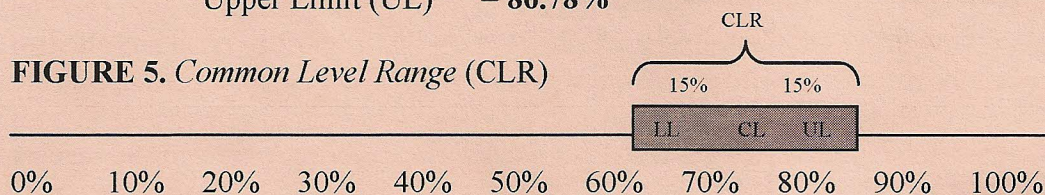
Step 1: For this example we will again use 75.46% as the *Common Level* and develop the Upper and Lower Limits (see *Figure 4* above).

Common Level (CL) = 75.46%

Lower Limit (LL) = 64.14%

Upper Limit (UL) = 86.78%

FIGURE 5. *Common Level Range (CLR)*



Step 2: Confirm your *total assessment*
(For this example we will use \$500,000)

\$500,000
(Total current assessment)

Step 3: Estimate your *true market value*
(For this example we will use \$625,000)

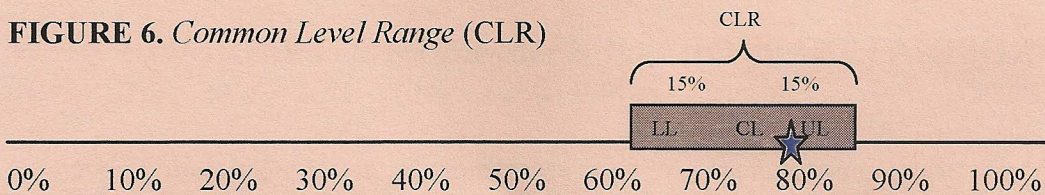
\$625,000
(Estimated true market value)

Step 4: Calculate the "*Estimated Property Ratio*" by dividing your *total assessment* (from Step 2) by your *estimate of true market value* (from Step 3).

$$\text{Estimated Property Ratio} = \frac{\text{Total assessment}}{\text{Estimated true market value}} = \frac{\$500,000}{\$625,000} = 80\%$$

Step 5: Plot your *Estimated Property Ratio* (from Step 4) against the *Common Level Range* established earlier (see *Step 1, Figure 6*)

FIGURE 6. *Common Level Range (CLR)*



Example #1 Conclusion. The 80% ratio of *total assessment* to *estimated true market value* falls within the *Common Level Range* of the municipality. As such, the assessment is deemed to be appropriate and no adjustment is necessary.

EXAMPLE #2: Above Common Level Range Upper Limit: Lower Assessment

For this example we will again use the following:

Common Level (CL) = 75.46%, Lower Limit (LL) = 64.14%, Upper Limit (UL) = 86.78%

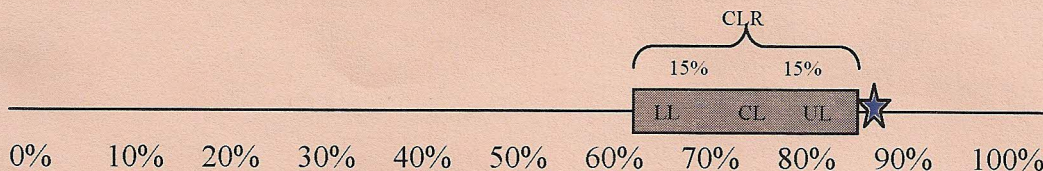
But we will change the *total assessment* and the *estimated true market value* as shown:

Total current assessment = \$380,000

Estimated true market value = \$425,000

Estimated Property Ratio = $\$380,000 / \$425,000 = 89.41\%$

FIGURE 7. Showing *Common Level Range* (CLR) and Property Owner's Ratio (POR)



Example #2 Conclusion. The 89.41% ratio of *total assessment* to *estimated true market value* exceeds the *Upper Limit* of the *Common Level Range* of the municipality (86.78%). As such, the assessment is revised (lowered) by multiplying the *estimated true market value* by the *Common Level*.

$$\begin{array}{rcccl} \underline{\$425,000} & \times & \underline{.7546} & = & \underline{\$320,705} \\ \text{True Market Value} & & \text{Common Level} & & \text{Revised Total Assessment} \end{array}$$

EXAMPLE #3: Below Common Level Range Lower Limit: Increase Assessment

For this example we will again use the following:

Common Level (CL) = 75.46%, Lower Limit (LL) = 64.14%, Upper Limit (UL) = 86.78%

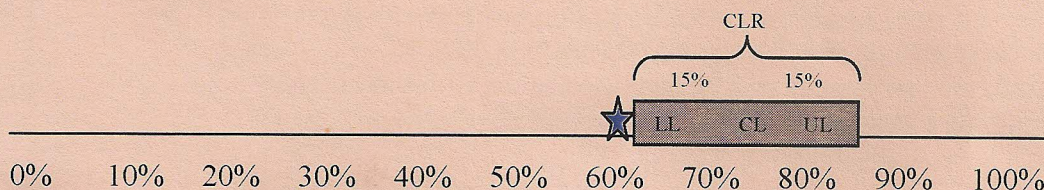
But we will change the *total assessment* and the *estimated true market value* as shown:

Total current assessment = \$840,000

Estimated true market value = \$1,350,000

Estimated Property Ratio = $\$840,000 / \$1,350,000 = 62.22\%$

FIGURE 8. Showing *Common Level Range* (CLR) and Estimated Property Ratio



Example #3 Conclusion. The 62.22% ratio of *total assessment* to *estimated true market value* falls below the *Lower Limit* of the *Common Level Range* of the municipality (64.14%). As such, the assessment is revised (increased) by multiplying the *estimated true market value* by the *Common Level*.

$$\begin{array}{rcccl} \underline{\$1,350,000} & \times & \underline{.7546} & = & \underline{\$1,118,710} \\ \text{True Market Value} & & \text{Common Level} & & \text{Revised Total Assessment} \end{array}$$

CHAPTER 123 WORKSHEET

Step 1: From the *Common Level Range Table* choose the appropriate *Common Level Range* (Lower Limit and Upper Limit ratios)

Common Level (CL) = _____ (CL)

Lower Limit (LL) = _____ (LL)

Upper Limit (UL) = _____ (UL)

Step 2: Confirm your *total assessment*

_____ (Total assessment)

Step 3: Estimate your *true market value*

_____ (Estimated true market value)

Step 4: Calculate the *Estimated Property Ratio* by dividing your “total assessment” (from Step 2) by your *estimate of true market value* (from Step 3).

$$\text{Estimated Property Ratio} = \frac{\text{Total assessment}}{\text{Estimated true market value}} = \frac{\text{_____}}{\text{_____}} = \text{_____} \%$$

Step 5: Plot your *Estimated Property Ratio* (from Step 4) against the *Common Level Range* established earlier (see *Step 1, Figure 6*)

Table 1. *Common Level Range* (LL and UL from Step 1) and the *Estimated Property Ratio* from Step 4)

0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%

CONCLUSION: Chapter 123 “Test”

If your ratio is within the Common Level Range, No change in assessment is due

If your ratio is below the Lower Limit, the assessment will be increased to the Common Level*

If your ratio is above the Upper Limit, the assessment will be decreased to the Common Level*

* Assessments are revised by multiplying the “true market value” by the “Common Level”

$$\frac{\text{True Market Value}}{\text{Common Level}} \times \text{Common Level} = \text{Revised Total Assessment}$$

IMPORTANT NOTE: * For the above calculations to be meaningful, your estimate of the “True Market Value” must be based on comparable sales.

**PETITION OF APPEAL
MONMOUTH COUNTY BOARD OF TAXATION**

Appeal Number

Tax Year _____ Property Class _____

NAME OF PETITIONER _____
Last Name, First Name

Filed _____
Check/Cash _____
Checked _____

MAILING ADDRESS _____ Daytime Telephone No. : () _____
E-mail Address _____

BLOCK _____ LOT _____ QUALIFIER _____ Lot Size _____

MUNICIPALITY _____ Property Street Address / Location _____

Name, address and telephone number of person or attorney to be notified of hearing date and judgment: _____

SECTION I APPEAL OF REAL PROPERTY VALUATION (SEE INSTRUCTION SHEET FOR FILING FEES AND DEADLINE DATE)CURRENT ASSESSMENTREQUESTED ASSESSMENT

Land \$ _____

Land \$ _____

Bldg/Improvement \$ _____

Bldg/Improvement \$ _____

Abatement (If any) \$ _____

Abatement (If any) \$ _____

Total \$ _____

Total \$ _____

Purchase Price \$ _____ Date of Purchase _____

Tax Court Pending: YES ☐ NO ☐

REASON FOR APPEAL: _____

SECTION II COMPARABLE SALES (See Instruction #9B)

	<u>Block/Lot/Qualifier</u>	<u>Property Street Address / Location</u>	<u>Sale Price</u>	<u>Sale/Deed Date</u>
1.	_____	_____	\$ _____	_____
2.	_____	_____	\$ _____	_____
3.	_____	_____	\$ _____	_____
4.	_____	_____	\$ _____	_____
5.	_____	_____	\$ _____	_____

SECTION III APPEAL FOR DENIAL OF: (See Instruction #4, "Filing Fees")

Attach Copy of Denial Notice for Section III Deductions, Classifications and Exemptions

☐ Veteran's Property Tax Deduction for Veteran or Surviving Spouse or Surviving Civil Union Partner or Surviving Domestic Partner of Veteran/Serviceperson
☐ 100% Disabled Veteran Exemption for 100 % Disabled Veteran or Surviving Spouse or Surviving Civil Union Partner or Surviving Domestic Partner of 100% Disabled Veteran
☐ Senior Citizen/Disabled Person Property Tax Deduction for Senior Citizen/Disabled Person or Surviving Spouse or Surviving Civil Union Partner of Senior Citizen/Disabled Person
☐ Farmland Assessment Classification
☐ Abatement or Exemption - Religious, Charitable, etc.

WHEREFORE, Petitioner seeks judgment reducing/increasing (circle one) the said assessment(s) to the correct assessable value of the said property and/or granting the requested deduction, credit, Farmland Assessment classification, exemption or abatement. Petitioner certifies that a copy of this appeal (and attachments, if any) has been served upon the Assessor and Clerk of the municipality where this property is located. Petitioner certifies that the foregoing statement is true and is aware that if the foregoing statement is willfully false, he/she is subject to punishment.

Date _____ Original Signature of Petitioner or Attorney for Petitioner _____

2013 MONMOUTH COUNTY COMMON LEVEL RANGE

*Loch Arbour revised by Tax Court	Director's Ratio Established 10/1/2012 For Use In 2013 (NO Page 8)	Revised Ratio Reflecting Revaluation	CALCULATED COMMON LEVEL RANGE		LEGALLY PERMISSIBLE COMMON LEVEL RANGE	
			LOWER LIMIT	UPPER LIMIT	LOWER LIMIT	UPPER LIMIT
MUNICIPALITY						
01 ABERDEEN TWP	98.15	98.15	83.43	112.87	83.43	100.00
02 ALLENHURST	112.53	112.53	95.65	129.41	95.65	100.00
03 ALLENTOWN	99.15	99.15	84.28	114.02	84.28	100.00
04 ASBURY PARK CITY	35.78	35.78	30.41	41.15	30.41	41.15
05 ATLANTIC HIGHLANDS	84.42	84.42	71.76	97.08	71.76	97.08
06 AVON-BY-THE-SEA	99.70	99.70	84.75	114.66	84.75	100.00
07 BELMAR BOROUGH	64.47	64.47	54.80	74.14	54.80	74.14
08 BRADLEY BEACH BORO	100.46	100.46	85.39	115.53	85.39	100.00
09 BRIELLE BORO	110.73	110.73	94.12	127.34	94.12	100.00
10 COLTS NECK TWP	98.25	98.25	83.51	112.99	83.51	100.00
11 DEAL	91.44	91.44	77.72	105.16	77.72	100.00
12 EATONTOWN BORO	98.47	98.47	83.70	113.24	83.70	100.00
13 ENGLISHTOWN BORO	108.12	108.12	91.90	124.34	91.90	100.00
14 FAIR HAVEN	79.53	79.53	67.60	91.46	67.60	91.46
15 FARMINGDALE	106.48	106.48	90.51	122.45	90.51	100.00
16 FREEHOLD BORO	104.05	104.05	88.44	119.66	88.44	100.00
17 FREEHOLD TWP	104.11 R	100.00	85.00	115.00	Revaluation	See notes below
18 HAZLET TOWNSHIP	101.82 R	100.00	85.00	115.00	Revaluation	See notes below
19 HIGHLANDS BOROUGH	94.34	94.34	80.19	108.49	80.19	100.00
20 HOLMDEL TWP	93.33	93.33	79.33	107.33	79.33	100.00
21 HOWELL TWP	88.71	88.71	75.40	102.02	75.40	100.00
22 INTERLAKEN	80.89 R	100.00	85.00	115.00	Revaluation	See notes below
23 KEANSBURG BORO	88.52	88.52	75.24	101.80	75.24	100.00
24 KEYPORT BOROUGH	110.39	110.39	93.83	126.95	93.83	100.00
25 LITTLE SILVER	78.51 R	100.00	85.00	115.00	Revaluation	See notes below
26 LOCH ARBOUR* (revised)	101.93	101.93	86.64	117.22	86.64	100.00
27 LONG BRANCH CITY	90.60	90.60	77.01	104.19	77.01	100.00
28 MANALAPAN TWP	96.12	96.12	81.70	110.54	81.70	100.00
29 MANASQUAN BORO	79.49	79.49	67.57	91.41	67.57	91.41
30 MARLBORO TWP	97.41	97.41	82.80	112.02	82.80	100.00
31 MATAWAN BORO	107.11	107.11	91.04	123.18	91.04	100.00
32 MIDDLETOWN TWP	94.81	94.81	80.59	109.03	80.59	100.00
33 MILLSTONE TWP	87.95	87.95	74.76	101.14	74.76	100.00
34 MONMOUTH BEACH	97.24	97.24	82.65	111.83	82.65	100.00
35 NEPTUNE TOWNSHIP	80.88	80.88	68.75	93.01	68.75	93.01
36 NEPTUNE CITY	87.37	87.37	74.26	100.48	74.26	100.00
37 OCEAN TWP	93.98	93.98	79.88	108.08	79.88	100.00
38 OCEANPORT	89.75	89.75	76.29	103.21	76.29	100.00
39 RED BANK BORO	111.68	111.68	94.93	128.43	94.93	100.00
40 ROOSEVELT	99.39	99.39	84.48	114.30	84.48	100.00
41 RUMSON	87.38	87.38	74.27	100.49	74.27	100.00
42 SEA BRIGHT	70.77	70.77	60.15	81.39	60.15	81.39
43 SEA GIRT	98.76	98.76	83.95	113.57	83.95	100.00
44 SHREWSBURY BORO	79.04 R	100.00	85.00	115.00	Revaluation	See notes below
45 SHREWSBURY TWP	93.35	93.35	79.35	107.35	79.35	100.00
46 LAKE COMO	101.94	101.94	86.65	117.23	86.65	100.00
47 SPRING LAKE BORO	100.88	100.88	85.75	116.01	85.75	100.00
48 SPRING LAKE HEIGHTS	107.95	107.95	91.76	124.14	91.76	100.00
49 TINTON FALLS BORO	96.69	96.69	82.19	111.19	82.19	100.00
50 UNION BEACH BORO	77.03	77.03	65.48	88.58	65.48	88.58
51 UPPER FREEHOLD TWP	95.52	95.52	81.19	109.85	81.19	100.00
52 WALL TWP	65.38	65.38	55.57	75.19	55.57	75.19
53 WEST LONG BRANCH	105.15 R	100.00	85.00	115.00	Revaluation	See notes below

CALCULATED LOWER LIMIT = DIRECTOR'S RATIO X .85 . (This step LOWERS the Director's Ratio by 15%)
 CALCULATED UPPER LIMIT = DIRECTOR'S RATIO X 1.15 . (This step INCREASES the Director's Ratio by 15%)

DIRECTOR'S RATIO = Promulgated by the DIVISION OF TAXATION. October 1st of the PRE-TAX-YEAR, for use in the current tax year.
 LEGAL UPPER LIMIT = The UPPER LIMIT, USED IN Chapter 123, CAN NOT be in excess of the COUNTY LEVEL which is 100%

Chapter 123 DOES NOT apply for towns that have undergone Revaluations or Reassessments.

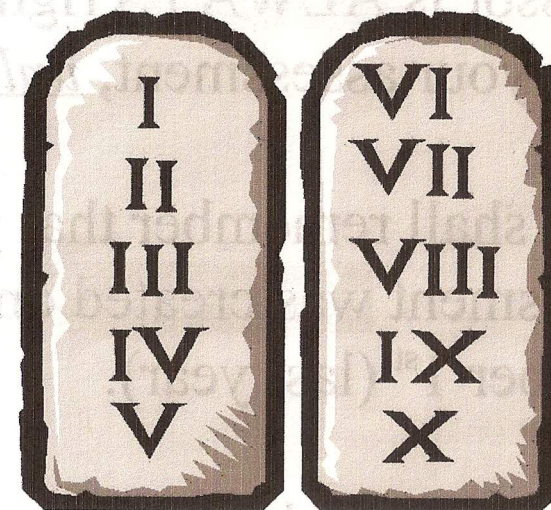
Additional Tips when you testify ----

- Be Prepared, do not be distracted, be honest
- Step 1 Direct your remarks to the Commissioner, not to the Assessor, Attorney or the Representative from the Revaluation Co.
- Step 2 Describe your property (rehearse this)
Style, how many bedrooms, how many baths, basement/no basement, garage/no garage, deck, fireplace, air conditioning, are you on a busy street or not, do you have a water view or are you on the waterfront, give your lot size – describe the condition of your home in terms of good, average, fair, poor
- Step 3 Tell the Commissioner in a sentence or two why your Assessment does not represent Market Value
- Step 4 Be prepared to compare and describe the Closed Comparable Sales you selected ending with the closed price and date it closed
- Step 5 End with your opinion of what you believe the value of your property should be based upon your comparable sales info

3/11/2013

3/11/13

The



(oops)

11 Commandments

to remember so that you will have a fighting chance

to prove that your

current property assessment

did not represent Market Value

as of October 1st last year

Beverly Bova Scarano

State Certified Residential Real Estate Appraiser

Middletown, NJ 908-896-1682

beverlybovascarano@verizon.net

- I. Thou shall remember that the Assessor is **ALWAYS** right about your assessment, unless..
- II. Thou shall remember that your assessment was created on October 1st (last year).
- III. Thou shall find 3 good & reasonable closed sales and thou shall find those closed sales between January - December (Last year).*
- IV. Thou shall **not** talk about your neighbor's assessment, unless..
- V. Thou shall **not** mention your own property taxes, unless..

- VI. Thou shall **not** break up your assessment no matter how much you disagree with it, unless...
- VII. Only God rests on the 7th day (7 day rule)
- VIII. Are you the "expert" or do you need one?
- IX. Don't leave home without an Attorney (*sometimes*)
- X. Chapter 123- *winning the battle, losing the WAR!*
- XI. *In Monmouth County, file on-line!*